

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120165-2

REPORTS INVENTORY

FORM NO. 100-107

DDS/OL/SD-107

PREPARE IN DUPLICATE

XXXXXXX

1. TITLE OF REPORT (If a fill-in report include Form No.)

Stock Number Changes, Deletions and/or Consolidations Report

2. TYPE OF REPORT

☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

☒ LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-Monthly

6. DISTRIBUTION (No. of components not number of copies)

2

7. FORMAT (memorandum, form computer print-out, etc)

Computer Print-Out

8. ADP PROCESSING

☒ YES

IF YES GIVE ADP PROCESSING NO.

☐ NO

407

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report)

OCS, OL/SD/SMB/GMMS,
OL/SD/

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-7	3.89	2		7.78	24		186.72

B. COSTS OF COMPUTER PRODUCED REPORTS

				.06	72		4.32
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TOTAL COSTS PER YEAR

191.04

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is required as a basic reference and research tool.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

5 Oct 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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